Stephen Miller

104 Cherryfield Road, Walkinstown, Dublin 12 | 0867978333 | stephen.miller@ucdconnect.ie

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HR Manager

Byrne Wallace  
88 Harcourt Street, Dublin 2

Dear HR Manager,

I am a final year MCL student in UCD with a 3.63 GPA and relevant legal experience in a busy Dublin-based firm. I am writing to apply for a place on the Intern Programme for the summer of 2019.

I’m applying to Byrne Wallace because having already gained some experience in litigation I aim to broaden my knowledge base of the kind of work done in commercial and corporate law by the end of the summer. I feel my academic, life and work experience would allow me to fit in well and hit the ground running in the internship programme. My particular areas of interest are litigation, due to my experience, contract law and intellectual property due to my general interest in technology.

My previous internship in the litigation department of Hayes McGrath Solicitors, specializing in insurance defence, allowed me to gain both practical experience and to rise to the challenge of learning quickly in a fast-moving legal office. During my time there I was set various tasks that impacted on real cases including preparing case files for trial with pre-trial checklists, writing letters to witnesses and attending counsel at discovery hearings. An additional and valuable aspect I took from the firm was working well as part of a solicitor’s support team through good communication and sociability.

My academic career has prepared me well for life in a busy law firm. The research and communication skills I have learned through college assignments and presentations would benefit me in carrying out office duties such as file organization, letter writing and motion and affidavit drafting.

I’d like to thank you for your consideration and would welcome the chance of further discussion in an interview.

Sincerely,

Stephen Miller